



The City of Torrance invites applications for STAFF ASSISTANT TO THE CITY COUNCIL

Non-Civil Service

\$22.42—\$34.77/hour

If you are a self-starter who finds reward in serving the public, cultivating relationships, skilled at communicating across all levels of an organization and able to work for multiple people, join the City of Torrance as the Staff Assistant to the City Council.

The Torrance City Manager is recruiting for a seasoned support staff who has a strong clerical background and exceptional administrative skills to manage the daily office activities of the Torrance City Council, and work effectively with the City Management staff.

This high profile position reports to the City Manager and is supervised by the Supervising Administrative Assistant. Primary duties include serving as a point of contact for the Mayor and six Members of the City Council. Major responsibilities include coordinating communication, information, schedules and activities, and performs related work as required. Must exercise good judgment and tact in dealing with the public in difficult situations and maintain confidentiality of critical and sensitive information; work under pressure to meet multiple and simultaneous deadlines; have the ability to manage multiple projects, effectively interact with the public and have excellent customer service skills.

QUALIFICATIONS

Minimum Qualifications (Under Review)

Graduation from High School or equivalent and four (4) years of highly responsible executive support &/or administrative work at a public agency; or an equivalent combination of education, training and experience such as an AA in Public or Business Admin. or a related field and two (2) years of related experience; or a BA in Public or Business Administration or a related field.

Ideal Candidate

In addition to the above, the most successful candidate will demonstrate:

- Ability to manage a variety of internal and external questions and requests with tact, diplomacy, and confidentiality.
- Exceptional interpersonal skills & ability to interact with community members, businesses, residents, City staff, and City Council.
- A polished and professional demeanor.
- Self-motivation and the ability to work independently.
- Excellent written and oral communication skills.
- Ability to operate office equipment and knowledge of Microsoft Office.
- Effectively handle multiple projects and constantly shifting priorities.
- Ability to stoop, reach, stand, walk and sit for extended time; push &/or pull objects weighing up to 30 lbs.; lift & carry 15 lbs.; finger dexterity to operate a computer; hear and verbally exchange information.

JOB DUTIES

The following duties represent the principal job duties; however, they are not all inclusive.

- Provides staff assistance of a specialized nature such as working directly with elected officials, business owners, City employees, community relations, and public services;
- Maintains calendars of activities, meetings and various events for elected officials; coordinates activities and meetings with other City departments, the public, and external agencies;
- Acts as resource to the public, City departments and other organizations for inquiries, complaints, or dissemination of general information including public presentations;
- Works independently to coordinate a variety of events including planning, implementing, overseeing, managing and maintaining all aspects of each event prior to, during and after each event;
- Performs administrative accounting duties such as processing payments, purchase requisitions, invoices and maintaining related financial records.

BENEFITS

- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS) which is funded through contributions from both the employer and employee.
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.
- Deferred compensation plan available.
- Health, Dental, Vision plans, and Life Insurance.
- Flexible spending for Medical and Dependent Care.
- 9/80 work schedule.
- Paid Holidays, Sick and Vacation.

HOW TO APPLY

Interested candidates must submit an online application, resume, and supplemental questionnaire at www.TorranceCA.Gov/Jobs. The application filing period opens **Thursday, January 21, 2016** and closes **Monday, February 8, 2016 at 5:30 p.m.**

Only those candidates who best meet the City's needs will be invited to participate in the testing process which consists of :

- Oral Interview (100%) - *Tentatively scheduled* for 2/17/16
- Writing Exercise (Pass/Fail) - *Tentatively scheduled* for 2/17/16
- Performance Test (Pass/Fail) - *Tentatively scheduled* for 2/23/16

Applicants with disabilities who require special testing arrangements **must** contact Human Resources **prior** to the final filing date.

SPECIAL NOTES

As a condition of employment, candidates must pass a thorough background investigation and a pre-employment medical exam. The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.



JC16011332 MPL

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City of Torrance
Staff Assistant to the City Council
Supplemental Application

1. Do you have experience working for a public sector agency or elected official(s)?
____ Yes ____ No

1a. If yes, please describe:

2. Do you have administrative experience working for a senior/executive level manager?
____ Yes ____ No

2a. If yes, please describe:

3. Please describe your experience in maintaining multiple calendars and managing schedules for a management group such as a Board of Directors, City Council or community group.

4. Do you have experience in organizing large scale events? Please describe:

5. In this position you will be expected to respond to complaints, concerns or questions raised by the public, community groups, business owners and other local agencies. Provide an example of a situation when you were able to calm an irate customer/client and how you resolved a problem.

6. I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification with my former employers, and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.

____ Yes ____ No